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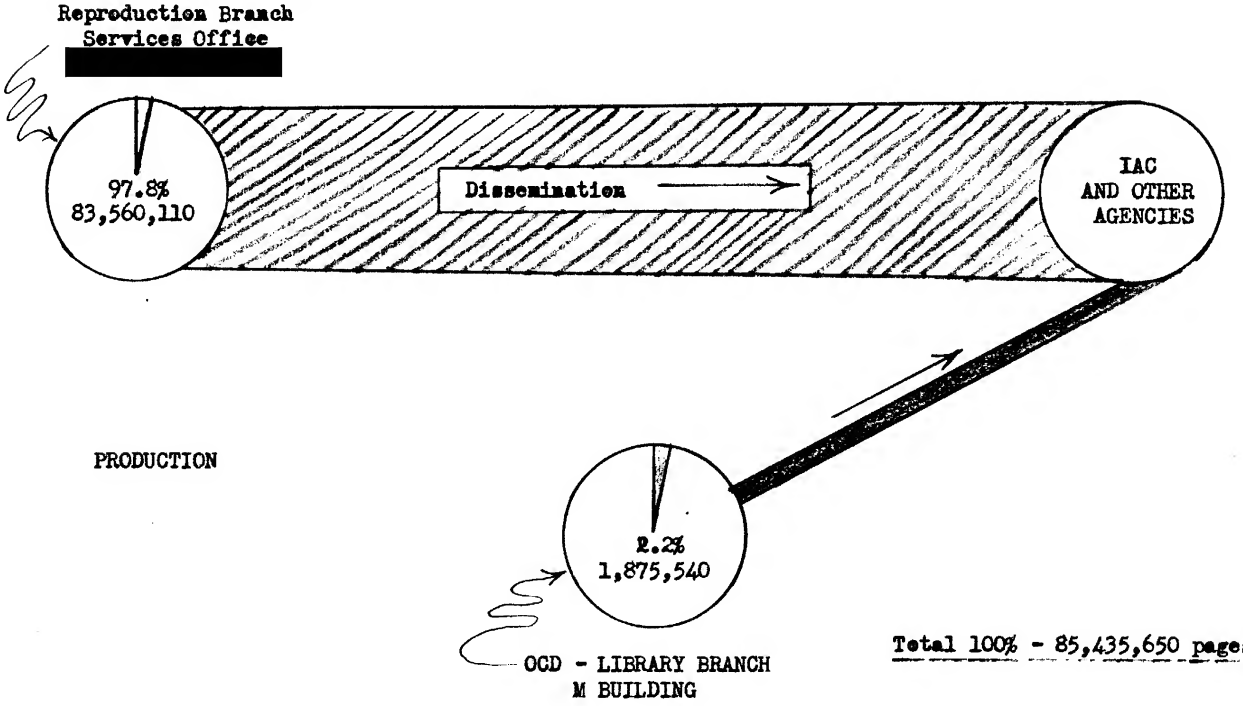
PAGE PRODUCTION AND DISSEMINATION PER ANNUM . . . . . (Suggested Procedure)

25X1A6a



Total 100% - 85,435,650 pages

EXHIBIT "C"

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FOIAb3b1

EXHIBIT "D"

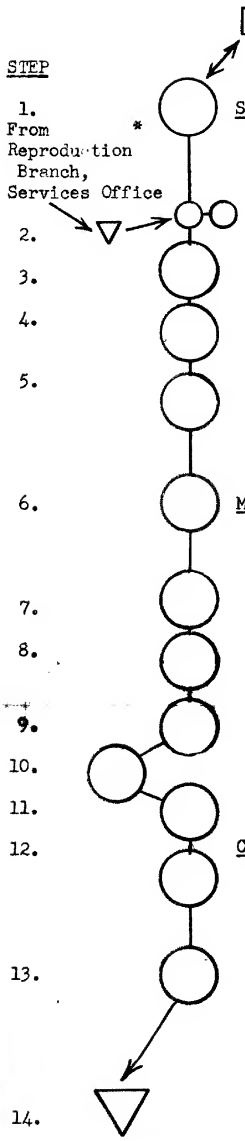
PRESENT PROCEDURE:

Sample: [redacted] Soviet Press Extracts 24 January 1949
89 copies - SECRET

Participating Employees IDD/Library Branch OCD:

[redacted] CAF-4 - Standard Distribution Clerk
CAF-3 - Messenger

25X1A9a



STEP		Time
	Liaison Branch, OCD	
1.	Standard Distribution Clerk, Library Branch:	
From * Reproduction Branch, Services Office	Checks Dissemination Order (D2)	30 minutes
2.	Opens 2 Bundles (Sealed and Tied)	
3.	Pulls Pre-printed Labels (D1)	
4.	Sorts Piles for Dissemination from Order (D2)	13 minutes
5.	Prepares Document Receipt (Original and 2 Copies) (D3) (1 Copy Retained in Distribution Clerk Office Until Signed Original Returned, Then 1st Copy Destroyed)	14 minutes
6.	Messenger:	
	Affixes Document Receipt (2 Copies D3) to Sorted Piles	
7.	Inner-Wraps and Seals Package	
8.	Stamps Secret 4 times on Each Side of Package	
9.	Affixes Label (D1) to Package	
10.	Outer-Wraps and Seals Package	
11.	Affixes Outer Label (D1)	
12.	Clerk:	
	Writes Return Address (2430 E Street, N. W.) and Courier Receipt Identification SPE-21/49	20 minutes
13.	Makes Out Courier's Receipt in Duplicate (D4) (White Copy Attached to Package for Receipient's Signature, Yellow Stays in Book for Courier's Signature)	18 minutes
14.	To Table for Pickup by CIA Courier	

Total Operations 14

Total Time of Operations	1 hour	50 minutes
Total Time Less Wrapping and Transportation to OCD	1 hour	35 minutes
Total Time Less Liaison Branch Checking, and Less Wrapping & Transportation to OCD	1 hour	5 minutes

*15 minutes in Wrapping and Transportation to OCD by Reproduction Branch

V

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EXHIBIT "D1"

DEPT.OF STATE
ATTN.SERIAL LOCATIONS
RM.128,STATE ANNEX-1
23RD & E ST.N.W.

USED IN TRIPLICATE
STEPS 3, 9, 11

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EXHIBIT "D2"

DISSEMINATION LIST

ARMY	-	15
NAVY	-	10
AIR	-	8
RDB	-	1
OSI	-	2*
STATE	-	10
ORE	-	10*
OO	-	1*
OSO	-	2**
FDB	-	9**
OO/C	-	1**
OPC	-	1**
LIBRARY	-	2*
		72
Stock		17
TOTAL		89

* Sealed in inter-office folder and delivered by messenger.

** Double wrapped and sealed and delivered by CIA courier.

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[redacted]

Central Intelligence Agency
DOCUMENT RECEIPT

[redacted]

PLEASE SIGN THIS RECEIPT IMMEDIATELY AND RETURN AS INDICATED ON REVERSE SIDE.

RECEIPT IS HEREBY ACKNOWLEDGED OF DOCUMENT(S) FROM 24 jan 1949

DESCRIPTION OF DOCUMENT

CIA NO.	DOCUMENT DATE	DOCUMENT NO(S).	NO. OF COPIES	ATTACHMENTS	CLASS.
	21 jan 1949	soviet press extract #2/49	10		S

DATE _____ SIGNATURE OF RECIPIENT _____

TIME _____ Chief of Naval Intell 30-135/Pentagon DEPARTMENT OR AGENCY _____ OFFICE OR BRANCH _____

FORM NO. 38-16 REPLACES PREVIOUS EDITIONS OF FORMS 38-16 AND 38-15 WHICH ARE NOT TO BE USED.
APR 1948

Used in triplicate
Steps 5 and 6

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EXHIBIT "D/"

FORM NO. 35-16
MAR 1948

CENTRAL INTELLIGENCE AGENCY
COURIER'S CLASSIFIED MAIL RECEIPT

NO. 739

Rm 2C840 - Natl. Def Bldg

TO	DATE OF PICK-UP
Intell. Div. USUSA	1/24/49

FROM
CdA Library Distr. Sec.

TYPE OF MATERIAL
1 pkg # SOE 2/49

SIGNATURE OF RECIPIENT	TIME RECEIVED

FORM NO. 35-16
MAR 1948

CENTRAL INTELLIGENCE AGENCY
COURIER'S CLASSIFIED MAIL RECEIPT

NO. 739

Rm 2C840 - Natl Def Bldg

	DATE OF PICK-UP
Intell. Div. USUSA	1/24/49

MATERIAL
1 pkg # SOE 2/49

RE OF RECIPIENT	TIME RECEIVED
E OF COURIER	TIME OF PICK-UP

Used in duplicate
Step 13

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